## VTG Manuscript Development Roles and Responsibilities:

1. **OAI Project Manager role (Amy Charleroy, Associate Director):**

**Prepare manuscript for editorial review by:**

* Ensuring all content from all authors is complete and in the correct place within the manuscript.
* Inserting, if not already there, introductory or other content that should be part of the public facing document

**Review of MAPS Editorial passes:**

* Tracked changes done by MAPS will be accepted or rejected by PM, unless there is a question as to whether such change will impact meaning. A substantial degree of caution will be applied so that only the most obvious grammatical and/or purely style edits will be accepted/rejected before manuscript is sent to AP subject lead.

1. **AP Subject Lead role (Wendy Free, Director, Arts and Psychology, AP Content and Curriculum) :**

**Prepare manuscript for editorial review by:**

* Working with lead writer to coalesce all materials into a cohesive whole.
* Working with lead writer to ensure text is user-friendly
* Manuscript will then be forwarded to the OAI PM

**Review of MAPS Editorial passes following initial review by OAI Project Manager:**

* Review of MAPS tracked changes flagged by PM
* Query/Suggest alternatives for egregiously confusing/complex prose
* Decide what queries require lead author or individual author review and communicate these queries

1. **Lead Author role (Patricia Lamb):**

**Prepare manuscript for editorial review by:**

* Ensuring voice/tone is consistent throughout and purpose/intent of content is consistent
* Working with AP Subject Lead to ensure text is user-friendly
* Working with AP Subject lead to coalesce all materials into a cohesive whole.

## Key Deliverables and Milestones

|  |  |  |
| --- | --- | --- |
| Milestone/Process | Target Start | Target Finish |
| Planning | | |
| Charter Authoring | June 21, 2010 | July 15, 2010 |
| Identify and Contract Authors | July 1 2010 | August 30, 2010 |
| Charter Kickoff meeting and Charter distribution to stakeholders | August 30, 2010 | August 30, 2010 |
| Charter review and acceptance by all team members | August 30 2010 | September 13 2010 |
| MAPS prepares and delivers project schedule | September, 1 2010 | September 8, 2010 |
| Project schedule review and acceptance by all team members | September 8, 2010 | September 13, 2010 |
| Charter and Schedule finalized | September 13, 2010 | September 15, 2010 |
| MAPS design meeting to determine cover and interior style sheet | September 15, 2010 | September 20, 2010 |
| Content Development | | |
| Authors review current VTG and develop framework for redesign with AP subject lead and AP Developmental Editor | September 15, 2010 | November 15, 2010 |
| Manuscript development | November 1, 2010 | May 1, 2011 |
| Authors deliver first draft of updated VTG | May 1, 2011 | May 1, 2011 |
| Arts AAC and AP staff review content and provide feedback to authors | May 1, 2011 | May 19, 2011 |
| Authors revise manuscript and deliver second draft | May 20, 2011 | July 20, 2011 |
| Permission review and Clearance | July 20, 2011 | September 12, 2011 |
| AP Development Editor and Subject lead review manuscript | July 20, 2011 | August 11, 2011 |
| Prepare manuscript for handoff to MAPS | July 20, 2011 | August 11, 2011 |
| Editorial and Production | | |
| Handoff manuscript to MAPS and PD | August 12, 2011 | August 12, 2011 |
| MAPS editorial, design and production | August 12, 2011 | March 12, 2012 |
| Printed books with CD insert delivered | March 26, 2012 | April 2, 2012 |
| Final version of VTG available for sale in CB store | April 2, 2012 | April 9, 2012 |